



NEW BERN

NORTH CAROLINA

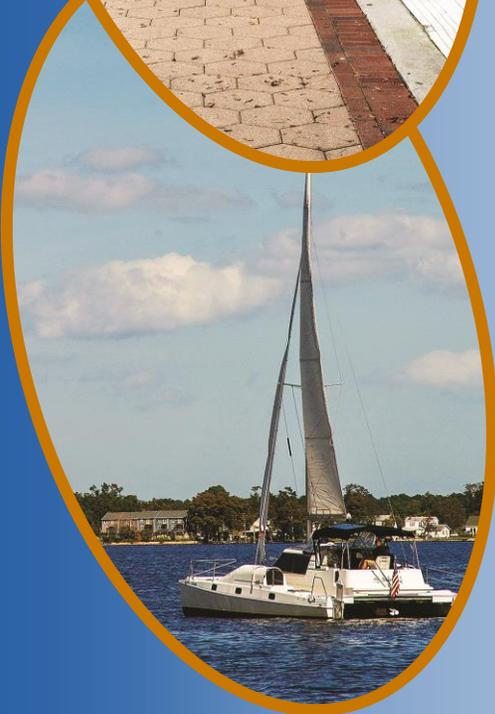
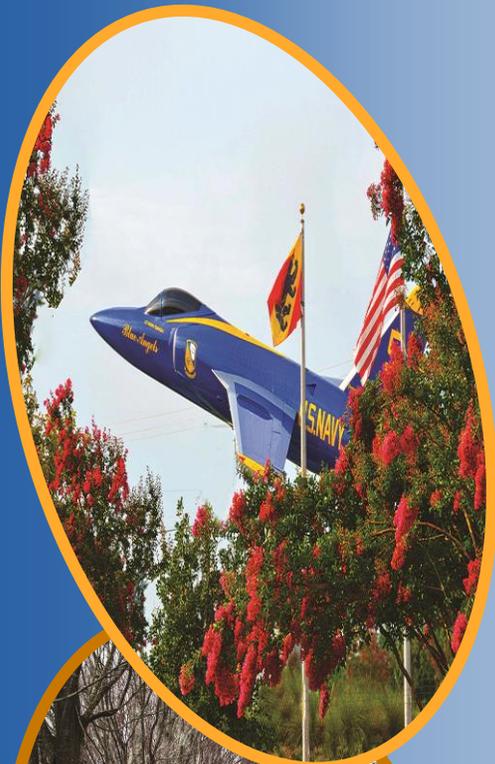
Everything comes together here



The City of New Bern is seeking a proven, motivated, results-driven professional to serve as its next...

Director of Finance

New Bern North Carolina....



New Bern, North Carolina is a picturesque and progressive historic community uniquely situated at the confluence of the Neuse and Trent Rivers, thirty-eight miles from the Atlantic Ocean. With a diverse population of approximately 29,940 and covering 29.84 square miles, New Bern is North Carolina's premiere historic city where its citizens enjoy a great quality of life and visitors can take a step back in time to explore and experience a culture rich in history and tradition.



Founded in 1710 by Baron Christopher de Graffenried of Bern, Switzerland, New Bern is the second oldest town in North Carolina and the first state capital. In a city rich in history, Tryon Palace Historic Sites and Gardens offers a taste of life in Colonial America. New Bern offers architectural beauty and charm of our four National Register Historic Districts, a historic revitalized downtown, and history through technology and innovation at the NC History Education Center.

New Bern is an up and coming venue for the arts and artists. Downtown has many galleries and art studios, live music, active local theatres, festivals, and special events year round.

New Bern, fortunate to have many in-town parks, is adjacent to the Croatan National Forest which offers hiking, camping, and other outdoor activities. New Bern is conveniently located close to pristine beaches and quaint fishing villages.

In 2010, New Bern celebrated its 300th Anniversary with many wonderful events, concerts, festivals, parades, and so much more. New Bern continues to mix the historic past with the professionals of the 21st century, creating a delightfully pleasant community in which to work, live and play. In 2013, New Bern underwent a community branding effort. While our logo is symbolic of change, one thing remains the same: there's no place like New Bern, North Carolina – *Everything comes together here.*

POSITION AND ORGANIZATIONAL PROFILE

The Director of Finance is a key member to the City of New Bern's executive leadership. This position is currently vacant and creates an extraordinary career opportunity for an experienced and innovative finance professional who is a strong visionary leader and strategic planner. The new Director must be able to immediately assess issues and conditions which relate to current budget challenges that are significantly impacting the City's fiscal health. He/she must be able to guide the City in managing considerable budget reductions while ensuring necessary fiscal controls and transparency are in place. He/she must also be able to effectively explain revenues, expenditures and City financial policies to Elected Officials and Department Heads. The new Director must be able to effectively manage subordinates while creating a cohesive work environment. Credibility, integrity and high ethical standards are necessary qualities of the Director of Finance as this position functions as one of public trust and fiduciary responsibility.



The City, operating with an annual budget of approximately \$133 million, is governed by the Mayor and 6-member Board of Aldermen elected for four (4) year terms. The Director of Finance is appointed by the Board of Aldermen and work is performed under the general supervision of the City Manager. The Director of Finance serves as a member of the Management Team which is comprised of the City Manager and eight Department Heads. The Director of Finance serves as the primary financial resource to the City Manager, Governing Board and City Staff. The Director performs complex professional and administrative work planning, organizing and directing the financial activities of the City. The Director of Finance oversees the accounting and purchasing divisions for the City as well as long term strategic budget planning. Supervision is exercised over Division Heads and department staff as assigned by the City Manager.

Additional responsibilities include but are not limited to:

- Monitors and assesses the City's financial condition; guides the City in maintaining fiscal health and wellness;
- Assists in the preparation and implementation of the operating and capital improvement budgets;
- Prepares revenue and expenditure estimates and budget and capital project ordinances;
- Oversees and participates in the preparation of year end financial statements, audit reports and the City's Comprehensive Annual Financial Report (CAFR);
- Oversees the administration of financial policies and procedures; establishes and maintains financial and accounting system;
- Oversees debt administration issues; determines financing terms; maintains and updates information relative to the bond rating;
- Attends Board of Aldermen and other meetings to provide updates on the City's financial status;
- Responds to questions regarding financial matters.

CANDIDATE PROFILE

The successful candidate will be an executive level finance professional with proven experience working with local government enterprise funds, dealing with complex financial matters, and communicating a variety of technical issues in a clear manner. In addition, the successful candidate must possess comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of governmental accounting, budget development, and revenue forecasting, cash management and investments, capital financing, municipal bond financing and financial reporting; thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of Munis ERP software is preferred; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; must be detail oriented and possess strong analytical skills and the proven ability to identify inefficiencies in operations and propose solutions with emphasis on rightsizing; thorough understanding of utility finance administration and revenue bond management; ability to handle critical matters with discretion and confidentiality; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to communicate complex ideas, both orally and in writing; ability to establish and maintain effective working relationships with City officials, other governmental officials and associates.

COMPENSATION AND BENEFITS

The salary range for this position is \$91,590 to \$149,063. Placement within this range will depend upon the successful candidate's qualifications and experience. The City provides a comprehensive benefits package.

POSITION REQUIREMENTS

Requirements for this position include a Bachelor's degree from an accredited college or university with major course work in accounting or related field with extensive progressively responsible experience in public finance administration. MBA/MPA is preferred. Certification as a Government Finance Officer or CPA is required. Experience must be at the senior finance executive level, preferably in the public sector. Selected candidate must establish residency within eight (8) miles of New Bern City Hall.

APPLICATION AND SELECTION PROCESS

If interested, qualified candidates may apply by visiting [City of New Bern Career Opportunities](#). Please attach your letter of interest and resume to your completed application. The position is open until filled. However, initial review of resumes will take place in late August 2021.

The selection process will occur in October 2021 with an anticipated start date in November/December 2021.

The City of New Bern is firmly committed to the principles of Equal Opportunity for all.

